



Automotive Maintenance Supervisor

Department: General Services

EEO Code: 27

Class Code: 3136

FLSA: N

Effective: 01/07/2005

GENERAL STATEMENT OF DUTIES:

Under general direction of the Automotive Maintenance Superintendent, performs work of considerable difficulty in managing and directing the operations of a light vehicle, medium-heavy truck, or school bus maintenance shop, Fleet Management Division, Department of General Services; and performs other related work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only) Manages the daily operations of the maintenance shop to provide effective and efficient automotive fleet service; plans shop schedules and workload; assigns work orders and priorities to automotive technicians; monitors the work in progress and quality control of completed work involving the inspection, service, maintenance, and repair of automotive vehicles including sedans, vans, light, medium and heavy duty trucks, utility vehicles, specialty vehicles, law enforcement vehicles, fire apparatus, and school buses; provides technical guidance and assistance in diagnosing malfunctions, repairing and replacing components and subassemblies, selecting tools and materials, and use of tools and diagnostic equipment; instructs automotive technicians in difficult repairs; may test drive vehicles to confirm diagnosis.

Assists in the recruitment and hiring of shop staff; evaluates employee work performance; recognizes and disciplines employees as appropriate; inspects shop tools and equipment for safety and performance; ensures compliance with occupational safety, health and environmental laws and regulations; makes recommendations for procurement of automotive tools, equipment, materials, supplies and parts; implements the vehicle preventive maintenance program; establishes goals, objectives, and criteria for the purchase, maintenance and disposition of shop equipment; reviews time sheets of shop employees; prepares and reviews maintenance management reports.

Makes regular shop safety inspections, conducts regular shop meetings with shop employees; monitors all repair work done by outside shops; obtains repair estimates; recruits, interviews, selects, trains, and evaluates shop employees and evaluates their performance;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the tools, equipment, and diagnostic equipment used in the repair of a wide variety of automotive vehicles and equipment; highly developed skills to diagnose difficult mechanical malfunctions; ability to effectively establish standards and objectives for the efficient management of automotive vehicles; excellent oral and written communication skills; basic computer skills; knowledge of occupational safety and health and environmental rules and regulations; well developed organizational and management skills; excellent interpersonal skills to establish harmonious working relations with co-workers and others; considerable knowledge of accounting, budgeting, financial, and procurement skills required to manage and operate a small business; considerable computer skills in the use of Microsoft Office Word and Excel software programs, and presentation software; considerable analytical skills in evaluating budget, management and technical data; knowledge of project management; extensive knowledge of occupational safety and health and

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or G.E.D., plus three years of experience in troubleshooting, diagnosis, repair, and maintenance of a wide variety of light vehicle, medium-heavy truck, and specialized automotive equipment. Two years of the required experience must have been at the journeyman automotive technician.

ADDITIONAL REQUIREMENTS:

Must possess and maintain a valid driver's license issued by the Commonwealth of Virginia. Must be certified by the Commonwealth of Virginia to perform vehicle safety inspections.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.
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